Administrative Tasks I: Doodle, 10to8, & Google Drive - CIC 2017

Get Your Life Together! Simple scheduling, appointment, and general productivity apps can help you and your office organize day-to-day operations, as well as tackle complex team projects. In this session, we’ll show you simple, quick, but effect ways to coordinate team members’ busy schedules using Doodle. We’ll also help you get up and running in 10to8, to streamline your appointment management process. Lastly, we’ll focus on some particular methods to use Google Drive to organize your personal and team projects. All of this can make your work easier, and help you focus less on process and more on the important parts of your work.

### Scheduling with Doodle & 10to8

10to8 User Guides

- 10to8 Session Guide
  - For the session, we encourage you to create your own account on 10to8. If you would rather not, you may use the guest account: canisiuscoli1@gmail.com, password: canisius1234.

Doodle

- Doodle Session Guide
  - For the session, we encourage you to create your own account on Doodle. If you would rather not, you may use the guest account: canisiuscoli1@gmail.com, password: canisius1234.

### Google Apps

At the heart of Google Apps is Google Drive. Drive houses files and folders on the web, and allows you to create files that are editable by one or more people (simultaneously). This can include text documents, spreadsheets, slide decks, and more. Plus, Google Drive and YouTube can house and play back video files directly, so they can be shared without the viewer having to download anything. Also useful is a lightweight survey/form engine, for collecting data from respondents.

- Google Apps for Education Wiki for Faculty, Staff, and Students
- COLI's YouTube Playlist for Google Apps
- Create self-paced tutorials to answer common questions with Screencasting (with videos hosted in Google Drive or YouTube).